

## Treasurers' Conference Presentation August 3, 2016

Fred Van Dorp  
Auditor of the State's Office  
[fvandorp@auditor.in.gov](mailto:fvandorp@auditor.in.gov)  
317-232-3309

## Electronic Payment Policy

The AOS has had the ability to receive electronic payments for the last several years, but the policy was not previously been documented and was always presented as voluntary.

Calendar Year	ACH	Check
2015	20%	80%
2016 January 1 to May 1	31%	69%

2

## Electronic Payment Policy

Beginning on July 1, 2016, the following remittances must be sent to the State electronically.

AOS Electronic Payment Policy  
<http://www.in.gov/auditor/2589.htm>

Note: This is the **AOS** remittance policy. Payments made to the State Budget Agency (SBA), State Board of Accounts (SBOA), or other State agencies are not subject to this requirement.

Note: The policy requires an electronic payment, but does not specify between a wire and an EFT. This gives the county the flexibility to work with their financial institution to find a low cost/no cost option.

3

## Electronic Payment Policy

Type of Payment:	Indiana Code	Funds Due:
Fines and Forfeitures	IC 20-49-3-16	On May 1 and November 1 each year.
Judges Supplemental Salaries	IC 33-38-5-6	On Feb. 1, May 1, Aug. 1, & Nov. 1 each year.
All Settlement Related monies reported on Certificate of Settlement (Form 105)	IC 6-1-1-27-3	By June 30 and December 31 each year.
INFRACTION JUDGEMENT	IC 34-28-5-5	By June 30 and December 31 each year.
OVERWEIGHT VEHICLE FINE	IC 9-20-4	By June 30 and December 31 each year.
SPECIAL DEATH BENEFIT	IC 35-33-8-3.2	By June 30 and December 31 each year.
SALE DISCLOSURE FEE	IC 6-1-1-5-5	By June 30 and December 31 each year.
CORONER'S CONTINUING ED. FEE	IC 16-37-1-9	By June 30 and December 31 each year.
ADULT & JUV. OFF. INTERS. COMP. FEE	IC 11-13-4-5-4	By June 30 and December 31 each year.
MORTGAGE RECORDING FEE	IC 24-9-9-1	By June 30 and December 31 each year.
CHILD RESTRAINT FINE	IC 9-19-11	By June 30 and December 31 each year.
CANINE RESEARCH AND ED. FUND	IC 6-9-39	By June 30 and December 31 each year.
SEX/VIOLENT OFFENDER REGIS. FEE	IC 36-2-13-5.6	By June 30 and December 31 each year.
DUGF HOMESTEAD PROP. DB FUND	IC 6-1-1-12-37(f)	By June 30 and December 31 each year.
VIOLENT CRIME VICTIMS COMP FUND	IC 11-10-8-6(a)	By June 30 and December 31 each year.

4

## Electronic Payment Policy

In the event a political subdivision or officer is unable to comply with the new policy, the political subdivision or officer must request that AOS grant a waiver of the requirement. The request must include the reason for requesting the waiver, and a signed and verified the waiver form.

**All waiver requests will be evaluated by AOS.**

Waiver Exceptions ---

- 1.) The political subdivision or officer does not currently have a savings or checking account and is unable to establish such an account within the geographic area of the political subdivision or officer's primary location without payment of a service fee.\*
- 2.) The political subdivision or officer's primary location is too remote to have access to a financial institution where a direct deposit can be made.
- 3.) The political subdivision or officer's financial institution is unable to accept an electronic deposit or withdrawal. \*\*

**NOTE:** The political subdivision or officer must submit with the waiver request a written statement by the political subdivision or officer's financial institution that the financial institution is unable to accept an electronic deposit or withdrawal.

5

## Electronic Payment Policy

### 1. What happened that to change this policy from voluntary?

This is something that AOS has wanted to do for several years, but the June Settlement 2015 showed us the importance of improving the remittance policy.

### 2. Why does the policy begin on July 1<sup>st</sup>?

July 1<sup>st</sup> represents the beginning of the fiscal and gives the county an opportunity to review, discuss, and implement the new policy.

### 3. What happens if we send a check?

If the payment is not made in the manner prescribed by AOS, we reserve the right to return the check to your office. Then, AOS reserves the right to charge interest or damages for the delinquent remittance.

6

## Electronic Payment Policy

### 4. What happens next?

The new policy is posted on our website. Following the treasurer's conference, AOS will begin a second round of collecting the "EFT Agreement Forms." As of 8/2, we have collected 48 of 92 forms.

### 5. If my county is already remitting electronically do you still need an agreement?

Yes. We will need an electronically signed copy of the EFT Agreement form from all 92 counties for our records.

7

## Excise: Recording, Reporting, and Reconciliation

At the Fall Auditor's Conference, AOS presented on the excise reconciliation spreadsheet, which is a required document submitted during both the June and December Settlement.

### Quick Recap ---

- Excise collections and distributions should exist on a closed loop.
- Excise timing differences are unavoidable, and are reported on the Line 7 (Cell E27) on the excise reconciliation spreadsheet.
- Excise imbalances Line 10 (Cell E37) will require additional support and explanation to be provided.

8

## Excise Reconciliation – June Template

A	B	C	D	E	F	G
1						
2		<b>COUNTY TREASURER AND COUNTY AUDITOR EXCISE TAX RECONCILIATION AT SETTLEMENT</b>				
3		Enter amounts as positive amounts.				
4						
5		<b>COUNTY</b>				
6		<b>SETTLEMENT</b>	June 2016	<b>ENTER CUT-OFF DATE</b>		
7						
8	1.)	<b>COUNTY TREASURER CERTIFIED EXCISE TAX</b>		0.00		
9		(License Excise Tax Collected Line of the 497C and should also be the Total Excise Tax on Cashbook at Settlement Certification)				
10						
11	2.)	<b>PLUS: EXCISE TAX ADVANCE TOTAL</b>		0.00		
12		(See Note at the bottom of this worksheet)				
13		(The Excise Tax Certified and the amount on the Cashbook should have been reduced by the Excise Tax Advances)				
14						
15	3.)	<b>MINUS: EXCISE TAX TO BE DISTRIBUTED AT SETTLEMENT</b>		0.00		

## Excise Imbalances: Follow Up

In June 2015, there was more than \$1M in unreconciled differences reported at Settlement. These imbalances were noted, but did not prevent Pre or Final approval.

Settlement Period	Percentage of Counties Reporting Excise Imbalance
June 2015	15%

In December 2015, the total has fallen to 4% of counties reporting an imbalance and a total amount less than \$20,000 in unreconciled differences.

Settlement Period	Percentage of Counties Reporting Excise Imbalance
December 2015	4%

10

## Abstracts and Settlements

Beginning in 2016, AOS will no longer be providing printed versions of the Abstracts, Spring (Settlement) Form 105, or Fall (Settlement) Form 105 to the counties. In addition to serving as the book end for the of abstract and settlement processes, the printed abstract served two purposes:

- 1.) The hard copy returned to the State included the signature from the county auditor certifying the figures were correct.
- 2.) The hard copy returned to the State was ultimately sent to the Indiana Archives and Records Administration (IARA).

AOS has found more cost effective and efficient ways of accomplishing both purposes.